

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

REGULAR MEETING

July 20, 2011 12:00 p.m.

Present:

James G. Vazzana, Esq.	Chairperson
Don Johnson	
Susan Keith	
Willie J. Lightfoot	
Stephen Tucciarello – excused	
Bernard J. Iacovangelo, Esq.	
Nick Juskiw – excused	

Others Present

Susan L. Walsh, Esq.	Administrative Director
Andrew Moore	Assistant Director
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
David Van Varick	Secretary
David Haas	Senior Management Analyst
Neha S. Stowe	

Approval of the Minutes from May 3, 2011

Moved by Member Keith and seconded by Member Lightfoot that the minutes be approved without changes. The motion was passed 5-0.

Treasurer's Report

Treasurer Adair presented the Business and Travel Expense Report and the Credit Card statement with explanations for the period of April 2011 thru June 2011. The Credit Card statement had one transaction for each month; April 5th gasoline charge for an Ethics conference attended by the Director; May 26th airfare charge for a consultant meeting held in Rochester; and June 7th charge for a meeting meal with the Finger Lakes Visitor Connection. All expenses were submitted in a timely fashion and approved by the Treasurer. Motion to accept credit card charges was moved by Member Johnson and seconded by Member Iacovangelo. The motion passed 5-0. Treasurer Adair certified the Business and Travel Expense report submitted by Director Walsh which contained seven items. Chairman Vazzana noted his expenses to Buffalo which was part of the report only included mileage, tolls and parking. The total Business and Travel expenses were approximately \$1750 for the reporting period. A motion to approve the report was moved by Member Johnson and seconded by Member Iacovangelo. The motion passed 5-0.

Audit Committee Report

Presented by Member Iacovangelo

Appointment of David VanVarick as Secretary

Moved by Member Keith and seconded by Member Iacovangelo without discussion. The motion passed 5-0.

Authorize a contract with Leibowitz & Horton Airport Management Consultants, Inc. to provide consultant services relating to the negotiation of a car rental concession contract for the Monroe County Airport Authority

Director Walsh presented this contract to allow for Leibowitz & Horton to assist in drafting the Request for Proposals and subsequent negotiations and drafting of a contract for car rental concessions. The RFP received 6 responses and Leibowitz was selected based upon their qualifications. Chairman Vazzana asked if there was a substantial increase in the cost of the proposed contract and the prior contract with Leibowitz. Member Lightfoot inquired as to how the selection committee is designated and wondered if it would be possible to obtain a list of the selection committee members in the future. The contract was moved by Member Iacovangelo and seconded by Member Keith. The motion passed 5-0.

Authorize a contract with BLX Group LLC to provide arbitrage rebate compliance services for the Monroe County Airport Authority

Assistant Treasurer Veltre stated an RFP was issued in May 2011 and eight responses were received. The selection committee selected BLX based upon their response and reference reviews. Chairman Vazzana asked what arbitrage was and Treasurer Adair explained the term. The contract was moved by Member Keith and seconded by Member Johnson. The motion passed 5-0.

Director's Report

Director Walsh reported on the great success of the Airshow including record crowds. Proceeds from the event benefited Honor Flight Rochester and Wounded Warrior Aviation. A representative from Airtran did attend; invitations were extended to all the major airline carriers in the Airport. The Airshow showcased a great collaboration with other members of the community to come together for one event. There were some heat related issues reported and the Airport handled it well by activating the Airport Emergency Operations Center (AEOC). There will be a ribbon cutting service at the AEOC center on July 26th at 10:00 a.m.

The Airport's 5K run/walk event was also a success with over 600 people involved and about \$25,000 raised which benefited Lifetime Assistance of Rochester.

In the next eighteen months three major revenue contracts will be up for renewal including car rentals, parking and the airline use and lease agreement. Consultants will be hired to help with the negotiations and drafting.

A mandatory webinar will need to be conducted for all members of the Authority. The webinar is three hours and dates and times are forthcoming.

Chairman Vazzana made a comment of how well the Airshow promoted economic growth and interaction with the community, noting one of the largest employers in the area had representatives present and attending.

Traffic Report

Senior Management Analyst David Haas presented the report. There was noted approximately a 3% decrease in enplanements from 2010 versus 2011 through June 30th. This is largely due to Jet Blue decreasing its number of flights from six to four, Continental using smaller planes and USAirways not offering certain trips. Airtran however did show an increase of about 4% in enplanements. Although the numbers are not in, July and August are typically the busiest times for the airport. It was noted the Thruway airports were all down in enplanements through May. Syracuse had a 6% increase in May which was due to a sporting event in the area. Furthermore, large equipment is used more frequently during the summer leading to higher landing weights being recorded for June, July and August.

Other Business

Member Lightfoot asked as to whether there was a formal attendance policy for the members as to what is considered an excused as opposed to an unexcused absence. Director Walsh deferred to the Law Department to reply to this question. Secretary VanVarick is to respond to the Board.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'David VanVarick', written in dark ink.

David VanVarick
Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 12 OF 2011

APPOINTMENT OF DAVID VANVARICK AS SECRETARY

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. That David VanVarick shall be appointed Secretary of the Monroe County Airport Authority effective July 20, 2011 pursuant to the Bylaws of the Monroe County Airport Authority adopted August 23, 1989 and as amended January 22, 2004, October 19, 2005, May 17, 2006, and March 24, 2010.


Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: July 20, 2011

Vote: 5-0

I, Angela Veltre, Assistant Treasurer,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held on July 20, 2011.

Dated:


Angela Veltre, Assistant Treasurer

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 13 of 2011

**AUTHORIZING A CONTRACT WITH LEIBOWITZ & HORTON AIRPORT
MANAGEMENT CONSULTANTS INC. TO PROVIDE CONSULTANT SERVICES
RELATING TO THE NEGOTIATION OF A CAR RENTAL CONCESSION CONTRACT
FOR THE MONROE COUNTY AIRPORT AUTHORITY**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with Leibowitz & Horton Airport Management Consultants Inc. to provide consultant services relating to the negotiation of a car rental concession contract for the Monroe County Airport Authority.

Section 2. Leibowitz & Horton Airport Management Consultants Inc. was determined by a Selection Committee to be the most qualified of the six respondents. The consultant services to be provided include but are not limited to the bidding and award of car rental concession contracts for the Monroe County Airport Authority. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms. This contract is to be awarded at an annual cost not to exceed \$53,880.

Section 3. Authorize an amendment to the 2011 Monroe County Airport Authority Budget to increase professional services by \$53,880. for this purpose.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Liebowitz & Horton Airport Management Consultants Inc, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 20, 2011

Vote: 5-0

I, David VanVarick, Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held on July 20, 2011.

Dated: 7/27/11


David VanVarick, Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 14 of 2011

**AUTHORIZING A CONTRACT WITH BLX GROUP LLC TO PROVIDE ARBITRAGE
REBATE COMPLIANCE SERVICES FOR THE MONROE COUNTY AIRPORT
AUTHORITY**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with BLX Group LLC to provide arbitrage rebate compliance services for the Monroe County Airport Authority.

Section 2. BLX Group LLC was determined by a Selection Committee to be the most qualified of the 8 respondents. The consultant services to be provided include but are not limited to provide arbitrage rebate compliance services. This contract will be for a period of one (1) year. This contract is to be awarded at an annual cost not to exceed \$9,750.

Section 3. Authorize an amendment to the 2011 Monroe County Airport Authority Budget to increase professional services by \$9,750. for this purpose.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither BLX Group LLC, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 20, 2011

Vote: 5-0

I, David VanVarick, Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held on July 20, 2011.

Dated: 7/27/11


David VanVarick, Secretary